



**CITY OF EAST ST LOUIS**  
**CHARLES POWELL III, MAYOR**  
**ROBERT BETTS, CITY MANAGER**  
**Business Retention Grant**



**BUSINESS ELIGIBILITY**

Must be for profit, have 49 or fewer employees, and be located within Tif 1 or Tif 3A. \*Map available upon request.



**PURPOSE**

Grant funds are to be used for interior and exterior improvements (This does not include parking lots).



**SUPPORT**

Please contact the office of Economic and Community Development Director Shaneal Clayborne for details at 618-482-6628.



**PROGRAM OPENS**  
**03/04/2024**



**618-482-6600**



**[www.CESL.US](http://www.CESL.US)**

**Applications accepted on a rolling basis.**

# BUSINESS RETENTION AND EXPANSION GRANT/PROGRAM

## Program Description:

To provide small businesses who are independent entities having fewer than 50 employees, with forgivable grants to assist with interior and/or exterior improvement.

## Who is Eligible?

Business and property owners who are incorporated as for-profit proprietorships, partnerships, or corporations are eligible. Applicants must have establishments within TIF Districts 1 & 3A located in the City of East St Louis that need improvements. What is Eligible?

Improvements to the exterior and/or interior of the building are eligible under this rehabilitation program.

## Improvements can include:

- Awning
- Exterior Lighting
- Tuckpointing
- Painting
- Window Treatment
- Banners (identification of business district on public light standards)
- Interior Improvements
- Rear Façade Improvements
- Surveillance/Equipment Systems

## What is Ineligible?

Funds <u>will not</u> be allowed for	New Construction
	Purchase of Equipment
	Repayment of prior Loans
	Pavement/Parking Lot

Allowable cost for improvements of facilities include, but are not limited to the above examples, and will be decided on a case-by-case basis.

## Ineligible Businesses:

Developers, Community Organizations, Non-profit Organizations, and borrowers whose principal place of business is outside the City of East St. Louis are not eligible.

## Application Process:

Applications are available to any Licensed Business / Property Owner, within a TIF District who is located within the City of East St Louis, and who needs interior and exterior improvements to their business. Owners can obtain an application from the office of Economic and Community Development. The Application Packet will contain all items and information the applicant must

complete and return to the Office of Economic and Community Development. Upon receipt of the application and other supporting materials, staff will make a final determination on recommendation for the approval of the proposal.

Approval Process:

Staff will determine if the applicant has met the requirements for submission by reviewing the business application.

If the business owner is approved for the grant, he/she will receive a letter of notification that the proposal has been approved. At this time the owner and their selected contractor(s) will come in for a Pre-Construction Conference and signing of the contract. The contractor's license and bond will be required. Payments will be issued to the contractor in no more than three (3) increments based on completion of work identified in the contract. The final payment will not be made until all work has been completed, inspected, approved and a final lien waiver issued.



## Business Retention Grant Application

Project Number \_\_\_\_\_

Project Name \_\_\_\_\_

### Applicant Information

Applicant or Company Name \_\_\_\_\_

Business Type: \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship

Yrs in Business: \_\_\_\_\_ Yrs as East St. Louis Business: \_\_\_\_\_ Yrs Owned Home \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Office \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Project Information

Address of Proposed Project \_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_

Amount of TIF Assistance Requested \$ \_\_\_\_\_

\_\_\_\_\_ Other (describe) \_\_\_\_\_

### Economic Development Information

Estimated Number of new jobs that will be created after the completion of the project

Full- Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

Type of jobs: \_\_\_\_\_

Range of Compensation \_\_\_\_\_

Estimated Number of jobs retained after completion of the project

Full- Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

Current annual gross sales: \$ \_\_\_\_\_ Estimated annual gross sales: \$ \_\_\_\_\_

Current annual taxable sales: \$ \_\_\_\_\_ Estimated annual taxable sales: \$ \_\_\_\_\_

Most recent equalized assessed valuation (EAV) \$ \_\_\_\_\_

EAV after redevelopment \$ \_\_\_\_\_

### Project Costs (Amount and Source of Funds)

Purchase of Land/Existing Facility: \$ \_\_\_\_\_, \_\_\_\_\_

Demolition Cost: \$ \_\_\_\_\_, \_\_\_\_\_

Site Improvements: \$ \_\_\_\_\_, \_\_\_\_\_

Construction of New Building(s): \$ \_\_\_\_\_,  
 Renovation of Existing Structure \$ \_\_\_\_\_,  
 Cost of Installation of Machinery & Equipment: \$ \_\_\_\_\_,  
 Architectural & Engineering Fees: \$ \_\_\_\_\_,  
 Legal & Other Professional Fees: \$ \_\_\_\_\_,  
 Contingency: \$ \_\_\_\_\_,  
 Other (please specify) \$ \_\_\_\_\_,

Total Project Costs: \$ \_\_\_\_\_

Financing  
 (Source/Amount/Terms)

\_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \$ \_\_\_\_\_

Owner Equity: \$ \_\_\_\_\_

Working Capital: \$ \_\_\_\_\_

Investments: \$ \_\_\_\_\_ Source(s) \_\_\_\_\_

Total Equity: \$ \_\_\_\_\_

Loans from other sources (i.e. lending institutions)

1. \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 2. \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 3. \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 4. \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Total Loan Amount \$ \_\_\_\_\_

FOR OFFICE USE ONLY

TIF 1: \_\_\_\_\_ TIF 3A: \_\_\_\_\_

1. Cost of studies, administration and professional services
2. Cost of marketing sites
3. Property assembly, demolition, site preparation and environmental site improvement cost
4. Cost of rehabilitation, reconstruction, repair or remodeling and replacement of existing public buildings
5. Cost of construction of public works and improvements

6. Costs of removing contaminants required by environmental laws or rules
7. Cost of job training and retraining, including "welfare to work" programs
8. Financing costs
9. Approved capital cost
10. Cost of Reimbursing school districts for their increased cost caused by TIF assisted housing projects
11. Relocation costs
12. Payment in lieu of taxes
13. Costs of job training, retraining advanced vocational or career education provided by other taxing bodies
14. Costs of reimbursing private developers for interest expenses incurred on approved redevelopment projects

Please include a narrative that will address the following

1. Description of Business/Company
2. Project Description
  - a.) construction information that may include the number of square feet to be demolished and constructed, the number and square footage of units, parking, and the number of construction phases;
  - b.) evaluation of site or other constraints;
  - c.) benefit or service to the community;
3. A request for the City's assistance with the project that specifies the type(s) of assistance needed and why it is needed.
4. Construction start date and timeline for Project Completion.
5. Applicant may need to also submit any additional information such as site plans, environmental studies, marketing studies, business plans, engineering or architectural drawings to be included for review and consideration.

**Certification by Applicant**

The applicant certifies that it will comply with all the rules, regulations and ordinances of the City of East St. Louis. Applicant hereby certifies that all information contained above and in exhibits attached hereto is true to his/her best knowledge and belief and are submitted for the purpose of obtaining financial assistance from the City of East St. Louis, Illinois. Additional cost, above the amount of deposit, incurred by the City for outside professional review or expertise will be the responsibility of the applicant.

Applicant \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Phone \_\_\_\_\_  
Date \_\_\_\_\_

Return application to:

City of East St. Louis Office of Economic and Community Development 301 River Park Drive  
East St. Louis, IL 62201 Phone (618) 482-6659

## SOURCE AND USE OF FUNDS

Name of Business: \_\_\_\_\_

### SOURCE OF FUNDS

- |    |                             |          |
|----|-----------------------------|----------|
| 1. | TIF Grant Amount            | \$ _____ |
| 2. | TIF Loan Amount             | \$ _____ |
| 3. | Owner's Equity Contribution | \$ _____ |

TOTAL FUNDS . . . \$ \_\_\_\_\_

### USE OF FUNDS

ITEM	COST



TOTAL PROJECT COST ..... \$ \_\_\_\_\_

LIST OF OBLIGATIONS

Creditor	Original Date	Original Amount	Present Balance	Interest Rate	Monthly Payments	Maturity Payments	Collateral	Payment Status

Total Monthly Payments \$ \_\_\_\_\_ Total Outstanding Balance \$ \_\_\_\_\_

Note: Include all obligations existing prior to proposed project that will not be refinanced by project funds, plus obligations resulting from project.

Comments: \_\_\_\_\_

---

---

## REVENUE BY SOURCE

Source	Amount	Frequency		Total Yearly Revenue by Source

(If additional space is needed place turn page over and use the back of this form.)

Total Monthly Revenue \$ \_\_\_\_\_ Total Yearly Revenue \$ \_\_\_\_\_

Note: This should include all income that can be used in determining if the proposed project is a good investment.

Comments: \_\_\_\_\_

---

---

---

---

## **AUTHORIZED RELEASE OF INFORMATION FORM**

**\* \* \* Authorization for Credit Check \* \* \***

I/We hereby Authorize the Release of any information, to the City of East St. Louis Office of Economic and Community Development, that they may require at any time and for any purpose, related to my/our credit transaction with them.

I/ We hereby authorize the City of East St. Louis to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any Attachments or Exhibits provided herewithin or at a later date, is valid and correct to the best of my/our knowledge.

Name of Firm \_\_\_\_\_

Name of applicant: \_\_\_\_\_ Title of Applicant \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

DISCLOSURE AFFIDAVIT  
(Business Owner)

STATE OF ILLINOIS  
COUNTY OF ST. CLAIR

The undersigned business owner certifies that he/she and no person or agent in their employ or under their control, including spouse and family members or anyone representing such persons has been approached by any City elected or appointed official or City employee or anyone representing the City of East St. Louis or representing any City Officer or employee suggesting, implying, advising or recommending that a payment or other inducement was required, necessary, or would be helpful in expediting, facilitating or assuring approval or favorable treatment of the subject contract or agreement.

The undersigned further certifies that he/she and no person or agent in their employ or under their control, including spouse and family members or anyone representing such persons has paid, promised to pay or intends to pay any City elected or appointed official or City employee or anyone representing the City of East St. Louis or representing any City Officer or employee as an inducement (financial or material) with the intent to acquire favorable treatment or otherwise improperly influence the performance or actions of the City, City Official or City employee.

The undersigned further certifies that there are no special or side agreements, written or unwritten, where any City elected or appointed official or other City employee or representative of such person(s) would personally benefit by the approval of the subject contract.

The undersigned further agrees as a condition of approval of the subject contract, that in the event that he/she or any person or agent in their employ or under their control, including spouse and family members or anyone representing such persons is in the future approached by any City elected or appointed official or City employee or anyone representing the City of East St. Louis or representing any City Officer or employee suggesting, implying, advising or recommending that a payment or other inducement was required, necessary or would be helpful in expediting, facilitating or assuring approval or favorable treatment of the contract and project, such action shall be reported within 24 hours to the local States Attorney's Office and the East St. Louis Financial Advisory Authority.

Business Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
MY COMMISSION EXPIRES